

Special Panel

ORD-1316-71

7 April 1971

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : ^{25X1A9a} Recommendation for Promotion -
[REDACTED]
GS-05 to GS-06

25X1A9a 1. The purpose of this memorandum is to recommend
[REDACTED] for a promotion.

25X1A9a 2. [REDACTED] has been under the supervision of the
Chief of ORD/Registry since November 1967. [REDACTED] has
become well acquainted with all components of the Agency which
helps her carry out the responsibilities of her job. She is
also well acquainted with security aspects of checking all types
of incoming and outgoing mail. With no previous experience or
knowledge of the Agency, she capably manages all duties and
emergencies when they arise. [REDACTED] also attended the
Fourth Annual Conference on Records Management to help her
understand the records program and to familiarize her with the
procedures and difficulties facing our records program.

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25X1A9a 3. The secretaries and senior officers of ORD often
comment on [REDACTED] cooperative attitude, attention to
duty, and her willingness to perform any task assigned to her.
It is with this in mind that I recommend her for promotion from
GS-5, step 2 to GS-6, step 1.

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[REDACTED]
Administrative Officer
Office of Research and Development

SUBJECT: Recommendation for Promotion

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GS-05 - GS-06

25X1A9a

RECOMMEND APPROVAL:

[REDACTED]

Chairman, Special Panel, ORD

7 APR 1971

Date

APPROVAL:

25X1A9a

[REDACTED]

Director of Research and Development

9 APR 1971

Date